

Office of the Chief Information Officer FM/EUS Statement of Work		
COTR	Task Title	Task Manager
Tom King 305-8999	Project Management	Tom King 305-8999

## 1. BACKGROUND

The objective of this task order is to provide technical project management of the Patent and Trademark Office (PTO) Facilities Management/End-User Support (FM/EUS) contract. In conjunction with this task order the FM/EUS Contractor should expect to provide support to the Office of the Chief Information Officer (OCIO) of PTO in the following areas:

- Project Management and Administrative Support.
- Task Order Preparation and Modification Assistance.
- Contract Financial Management.
- Technical and Management Advice.
- Asset Management.

## 2. STATEMENT OF WORK

1. The Contractor shall provide support to the PTO in the area of Project Management and Administrative Support. This includes all activities associated with the Contractor's own day-to-day project management and administration responsibilities. Sample activities include project-wide planning, staffing, scheduling, coordination, integration, oversight, progress monitoring/reporting, subcontractor liaison, cost control, payment administration, productivity/quality control, continuous process improvement, meetings/briefings/presentations, and administrative support (including general correspondence; property, facility, and records management; contract management and administration; and administrative/clerical/secretarial support (e.g. typing, spreadsheets, project schedules, data base management etc.)).
2. In conjunction with the progress monitoring/ reporting requirement, the Contractor shall regularly prepare and submit to the PTO, by the tenth (10<sup>th</sup>) day of each month, a Monthly Progress Report. This report shall detail the Contractor's progress, problems, accomplishments, and deliverables during the subject reporting period; activities planned for the next reporting period; anticipated problems; and planned vs. actual monthly as well as cumulative staff hour and cost information. The Contractor should also expect to prepare and present to the PTO, at a time to be designated by PTO, a Monthly Program Review Briefing. The scope of this briefing shall include key activities, planned work, deliverable status, issues, and financial status for each FM/EUS task order.
3. The Contractor shall provide support to the PTO in the area of Task Order Preparation and Modification Assistance. This includes Contractor support and assistance in the preparation of new task orders (including Statement of Work preparation) as well as associated costing, modification (including the preparation of Resource Estimates), negotiation, and oversight.

4. The Contractor shall provide support to the PTO in the area of Technical and Management Advice. This includes review and comment on key PTO and other contractor documents as well as technical and programmatic issues as requested by the PTO or determined necessary by the Contractor.
5. The Contractor shall review daily reports on asset management activities (deployments, excess, moves, etc.) to ensure the proper use of the inventory system. Any discrepancies must be corrected with three (3) business days.
6. The Contractor shall notify the Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) in writing whenever the expected costs incurred in the next sixty (60) days plus costs already incurred will exceed seventy-five percent (75%) of the total estimated cost of a task.
7. The Contractor shall prepare financial information as required by the PTO (See deliverables).

**3. GOVERNMENT FURNISHED MATERIAL**

None.

**4. LEVEL OF EFFORT**

TBD

**5. PLACE OF PERFORMANCE**

Work will be performed in Crystal City, VA and in the Contractor's leased facilities in Crystal City and Merrifield, VA.

## 6. SCHEDULE OF DELIVERABLES

All deliverables shall be delivered to the COTR (electronic form preferred).

<b>Deliverable</b>	<b>Due Date</b>
Progress Reports	10 <sup>th</sup> day of each Month
File for Robbins-Gioia CAT Updates (PTO to provide format)	15 <sup>th</sup> day of each Month
Update PTO Actual vs. Plan Spreadsheet	3 days after receipt of invoice
Government Furnished Equipment (GFE) List	1 <sup>st</sup> day of each quarter (Oct, Jan, Apr, Jun)
Asset Discrepancy Report	Daily
Task Orders/Modifications/Resource Estimates	As Required
Cost Proposals/Invoices	As Required
Negotiations/Meetings/Briefings/Presentations	As Required
Administrative Correspondence	As Required
Review and Comment on Key Documents	As Required
Technical and Programmatic Issue Resolution	As Required
Technical Reports/Work Papers/Letters	As Required

## 7. APPLICATION FOR INFORMATION SYSTEMS LIFE CYCLE MANAGEMENT (AIS-LCM)

AIS-LCM is required under this task order.